



Notice City Commission Special Meeting

7:00 p.m.

Monday, March 23, 2015

Commission Chambers, 2nd Floor, Governmental Center
400 Boardman Avenue, Traverse City, Michigan 49684

Posted and Published: 03-20-2015

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act and the rights provided thereunder are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

In accordance with a motion adopted by the City Commission, City Clerk Benjamin Marentette has called this special meeting.

City Commission:

c/o Benjamin C. Marentette, MMC, City Clerk
(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

Welcome to the Traverse City Commission meeting!

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Agenda

Pledge of Allegiance

Roll Call.

1. Public Hearing on the assessment roll for Special Improvement District 2014-008 for streetscape elements associated with the West Front Street Reconstruction Project on West Front Street between Division Street and Hall Street; and consideration of adopting the necessary resolution to approve the district and adopting the related budget amendment. (Penny Hill, Polly Cairns, Timothy Lodge) (5 affirmative votes required)

The purpose of this public hearing is to allow the public an opportunity to express, and the opportunity for the City Commission to consider, the public's support, opposition or general comments regarding this matter. To preserve the written record, members of the public are asked to state whether they are in support or opposition of this matter or whether they are expressing general comments. After such statement, the public is welcome to continue to elaborate on the matter.

2. Announcements from the City Clerk. (Benjamin Marentette)

City Commission Agenda
Special Meeting

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March 23, 2015

3. Public Comment.

4. Adjournment.

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION SPECIAL MEETING OF MARCH 23, 2015

DATE: MARCH 20, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

DA

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2014-008, WEST FRONT STREET RECONSTRUCTION PROJECT (DIVISION STREET TO HALL STREET)

A public hearing on this matter has been scheduled, published and noticed for our meeting on Monday evening.

Attached is a memo from City Engineer Timothy Lodge indicating the funding that would be derived from this SID is a crucial component of the funding plan for the West Front Street Reconstruction Project, as discussed at the February 9 Study Session. We received bids for the project just yesterday and staff is evaluating them; on April 6, the City Engineer plans on making a recommendation to the Commission on a contract award for this project for the Commission's consideration. The City's portion of this SID would be paid for from the Special Assessment Fund.

Also attached is a memo and worksheet prepared by City Assessor Polly Cairns explaining a special improvement district relating to the streetscape improvements associated with the West Front Street Reconstruction Project. As you are aware, this is a City initiated district.

As indicated in the City Assessor's memo, as well as the attached worksheet prepared by the City Assessor, of the 39 parcels which would be a part of this SID, 16 have responded to the surveys; 14 responding yes; and 2 responding no. If any additional responses arrive before the meeting on Monday evening, we will provide that information to the Commission.

William Twietmeyer, City Treasurer/Finance Director, indicated that the current rate for a ten-year treasury note is 1.93% and per Resolution an additional 2% is applied equaling 3.93%, that interest rate has been incorporated. City Charter states that interest rates may go as high as 6%.

Because the City Commission will be acting as a Board of Review, the City Clerk will read the following statement when Mayor Estes opens the public hearing:

“The public hearing of an Assessment Roll for a Special Improvement District also acts as the Board of Review for those who are receiving a proposed benefit and proposed special assessment. It is extremely important to preserve your right to further appeal by recording your attendance at this meeting. Even if you do not plan to speak publicly to the City Commission tonight, we still ask all those in attendance who are part of the proposed district to please state your name and address so the City Clerk and City Assessor may record your attendance.”

If it's the desire of the Commission to allow for additional time for survey responses to come in, a second, alternative motion is offered below which would adjourn the public hearing to April 6.

5 affirmative votes are required approve the Special Improvement District. After the public hearing, I recommend the following motion.

that the Resolution Approving Special Improvement District SID 2014-008 be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by \$250,000 to reflect the revenue and expenses for this project.

Alternatively, the following motion would adjourn the public hearing to April 6, 2015:

that the public hearing regarding Special Improvement District 2014-008 for streetscape elements associated with the West Front Street Reconstruction Project, be adjourned until April 6, 2015.

PH/bcm

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copy: Polly Cairns, City Assessor
Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager

FROM: Timothy J. Lodge, City Engineer *Hodge*

DATE: March 19, 2015

SUBJECT: West Front Street Reconstruction
Division Street to Hall Street
MDOT Contract Number 2015-0054

We have been working with our project consultant, Influence Design Forum (IDF), property owners, Traverse City Light and Power (TCLP) and other utility companies to complete the design for the above referenced project. As discussed at the February 9, 2015 City Commission Study Session, we believe that these improvements will significantly benefit the adjacent property as well as City right of way. Therefore we have suggested that the property owner share in portions of the costs of the project in an amount of 25% of the RRR Grant of \$1,000,000. We are proposing property owner cost participation for the project in the amount of \$250,000 with the provision that property owners could pay their share with interest over a 10 year period in accordance with the normal Special Improvements District (SID) process.

The money allocated for the SID will be targeted to items relating to the streetscape elements and creating the sense of place for the project. These items include; street trees, irrigation system and tree grates, mid-block crosswalks, banner poles, illuminated cross walk signs, bollards, brick paver accents and street furniture. To process the SID, the public hearing for the Special Improvements District is set for March 23, 2015.

We received bids for the project on March 19, 2015. We have determined that the \$250,000 can adequately fund the mid-block crosswalks, brick paver accents, future tree wells, bollards, street furniture and banner poles. Illuminated crosswalk signs, street trees, tree grates and irrigation account for an additional \$185,000 and are not recommended to be included in the project at this time. These elements can be added more readily than other project elements. This recommendation is based on property owner feedback for the level of funding they could afford.

We plan to discuss the project bids and funding status in entirety on Monday, April 6, 2015. We hope the SID funding can be formalized on March 23, 2015 as it is a large component to the funding for this project.

MEMORANDUM

CITY OF TRAVERSE CITY

ASSESSING DEPARTMENT



TO: PENNY HILL, ACTING CITY MANAGER
FROM: POLLY CAIRNS, CITY ASSESSOR *PSC*
SUBJECT: Tentative S.I.D. – West Front Street Reconstruction
DATE: March 19, 2015

Tentative S.I.D. 2014-008
Type of Improvement: West Front Street Reconstruction
Properties to be improved: 39 Parcels, including City owned parcels
Total Estimated Cost: \$250,000
City Share (50%) \$125,000
Property Owners Share (50%) \$125,000

Assessable Estimated Annual Costs:

Approximately Assessable Costs: \$38.82/Front Foot Average
Largest Total Assessment (+/-) \$15,527.36 – Estimate (City owned parcel)
Lowest Total Assessment (+/-) \$90.96 – Estimate

Response summary received to date – 16, 14-yes, 2-no.

Total Percent - Petition & Survey			
	Total	Total	Total
	Yes	No	Response
Parcel Ct	41.03%	5.13%	46.15%
Frontage	53.46%	6.26%	59.71%

A request has been submitted to initiate a special improvement district for the above-described purpose. All affected property owners on the attach list have received notification of the proposed SID. The attached spreadsheet is updated as responses are received, and will be available for review to the City Commission, along with the response cards at Monday's meeting.

City Commission has ability to determine with or without petition that the whole or any part of the cost of any public improvement shall be made at the discretion of the City Commission.

In accordance with City Ordinance, a public hearing must be held to create a special assessment district. This public hearing provides a review of the proposed construction plans and assessment roll, as well as acts as the Board of Review for the property owners in the special assessment district. Terms to be considered are ten (10) year annual installments with up to 6% interest on the unpaid balance.

A schedule of the affected parcels and costing information is listed on the attached spreadsheet.

Thank you for your consideration.

ESTIMATE

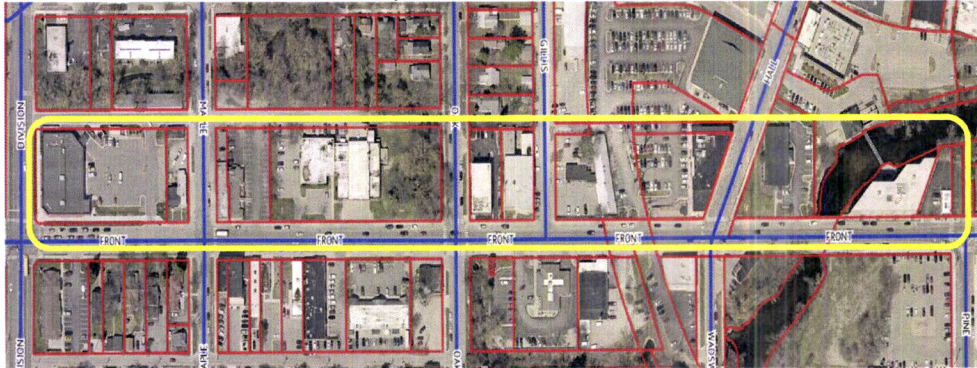
Assessors SID reference: 2014-008

Front Street - Division to Pine Est

Prepared: 12/18/2014

Updated: 19-Mar-15

Parcels located north side of Front St - yellow border



Total Parcels	39
Total Cost Spread	\$250,000.00
City Share	50.00%
City's Cost	\$125,000.00
Own.'s Cost	\$125,000.00
Owner's Fr Ft Rate	\$38.82
Annual Int.	4.44%
Period (Yrs.)	10

*Estimate based on current rates for 10 year treasury bc

Percent Response			
	Petitioned		No
	X		Response
Parcel Ct.	39.00		
Frontage	3220.12		
	Survey	Survey	No
	Y	N	Response
Parcel Ct.	41.03%	5.13%	
Frontage	53.46%	6.26%	

Total Percent - Petition & Survey			
	Total	Total	Total
	Yes	No	Response
Parcel Ct	41.03%	5.13%	46.15%
Frontage	53.46%	6.26%	59.71%

TOTAL SID										Yes or No			
TOTALS MINUS CITY PORTION													
39													
Parcel #	Owner	Address	SID	Depth	Approx Site Size	Adjustment	Assessment	Petitioned	Survey	Total	Annual		
			Footage		Acres MOL	Reason				Estimated	Payment	Assessment	Estimate
RESPONSE													
1	28-51-103-018-00	GDO INVESTMENTS	341 W FRONT ST	90	130	0.27	N/A	\$3,493.65			\$3,493.65	\$440.22	
2	28-51-103-019-00	EV ENTERPRISES LLC	401 W FRONT ST	90	106	0.22	N/A	\$3,493.65	Y	1	\$3,493.65	\$440.22	
3	28-51-103-022-00	WALTERS & HEMMING INC	417 W FRONT ST	53	178	0.21	N/A	\$2,042.62			\$2,042.62	\$257.38	
4	28-51-103-022-10	EV ENTERPRISES LLC	413 W FRONT ST	54	282	0.35	N/A	\$2,096.19	Y	1	\$2,096.19	\$264.13	
5	28-51-103-023-01	FOLGARELLI-FISHER DONNA M	424 W FRONT ST	210	139	0.67	N/A	\$8,151.86	Y	1	\$8,151.86	\$1,027.19	
6	28-51-654-001-00	HUNTINGTON NATIONAL BANK	441 W FRONT ST	100	165	0.38	N/A	\$3,881.84	Y	1	\$3,881.84	\$489.14	
7	28-51-654-001-10	DINGEMAN LLC	439 W FRONT ST	10	30	0.01	N/A	\$388.18			\$388.18	\$48.91	
8	28-51-654-002-00	HUNTINGTON NATIONAL BANK	427 W FRONT ST	150	165	0.57	N/A	\$5,822.76	Y	1	\$5,822.76	\$733.70	
9	28-51-654-004-00	WALTERS & HEMMING INC	421 W FRONT ST	99	165	0.38	N/A	\$3,843.02			\$3,843.02	\$484.24	
10	28-51-654-014-00	MCCONNELL THOMAS & SUSAN	541 W FRONT ST	25	165	0.09	N/A	\$970.46	Y	1	\$970.46	\$122.28	
11	28-51-654-015-00	BOUDJALIS PROPERTIES LLC	539 W FRONT ST	50	165	0.19	N/A	\$1,940.92	Y	1	\$1,940.92	\$244.57	
12	28-51-654-016-00	CARLETON CINDY LEE	535 W FRONT ST	25	165	0.09	N/A	\$970.46	Y	1	\$970.46	\$122.28	
13	28-51-654-017-00	PEDLOW LINDA J	531 W FRONT ST	50	165	0.19	N/A	\$1,940.92	Y	1	\$1,940.92	\$244.57	
14	28-51-654-018-00	SCARBROUGH E & S LLC	527 W FRONT ST	50	165	0.19	N/A	\$1,940.92	Y	1	\$1,940.92	\$244.57	
15	28-51-654-019-00	TM REAL ESTATE INVESTMENTS LL	525 W FRONT ST	100	165	0.38	N/A	\$3,881.84			\$3,881.84	\$489.14	
16	28-51-654-021-00	KTB PROPERTIES LLC	507 W FRONT ST	150	165	0.57	N/A	\$5,822.76			\$5,822.76	\$733.70	
17	28-51-654-022-00	STONER IRWIN B TRUST	501 W FRONT ST	74	165	0.28	N/A	\$2,872.56	Y	1	\$2,872.56	\$361.96	
18	28-51-654-044-00	FREUND PHYLLIS A	540 W FRONT ST	97	165	0.37	N/A	\$3,765.38			\$3,765.38	\$474.46	
19	28-51-654-045-00	DEERING MICHAEL P & ROSEMARY	542 W FRONT ST	27	165	0.10	N/A	\$1,048.10			\$1,048.10	\$132.07	
20	28-51-654-069-00	WEST FRONT ST PARTNERS	600 W FRONT ST	50	165	0.19	N/A	\$1,940.92	Y	1	\$1,940.92	\$244.57	
21	28-51-654-074-01	TVC TRAVERSE CITY CO LLC	626 W FRONT ST	299	165	1.13	N/A	\$11,606.70			\$11,606.70	\$1,462.52	
22	28-51-654-075-10	WJS OF TRAVERSE CITY LLC	627 W FRONT ST	127	166	0.48	N/A	\$4,910.53	N	0	\$4,910.53	\$618.76	
23	28-51-654-077-00	CORCORAN MICHAEL P	617 W FRONT ST	33	166	0.13	N/A	\$1,281.01			\$1,281.01	\$161.42	
24	28-51-654-078-00	CORCORAN MICHAEL P	615 W FRONT ST	50	166	0.19	N/A	\$1,940.92			\$1,940.92	\$244.57	
25	28-51-654-079-00	NASH LINDA L	611 W FRONT ST	50	166	0.19	N/A	\$1,940.92			\$1,940.92	\$244.57	
26	28-51-654-080-00	NASH JOY K TRUST	607 W FRONT ST	50	166	0.19	N/A	\$1,940.92			\$1,940.92	\$244.57	
27	28-51-654-081-00	CHAISSON REAL ESTATE CORP	601 W FRONT ST	50	116	0.13	N/A	\$1,940.92			\$1,940.92	\$244.57	
28	28-51-658-022-00	440 WEST FRONT LTD	440 W FRONT ST	75	160	0.28	N/A	\$2,911.38			\$2,911.38	\$366.85	
29	28-51-658-023-00	GEG LLC	436 W FRONT ST	75	160	0.28	N/A	\$2,911.38	N	0	\$2,911.38	\$366.85	
30	28-51-658-046-00	TVC PROPERTIES LLC	336 W FRONT ST	100	173	0.40	N/A	\$3,881.84	Y	1	\$3,881.84	\$489.14	
31	28-51-752-001-10	400 WEST FRONT STREET UNIT 1 LL	400 W FRONT ST 1	13	48	0.01	Condo Alloc	\$488.12			\$488.12	\$61.51	
32	28-51-752-002-00	WEST WASHINGTON ST ASSOC LLC	400 W FRONT ST 2	20	78	0.04	Condo Alloc	\$793.15			\$793.15	\$99.94	
33	28-51-752-003-00	98 LEASING LP	400 W FRONT ST 3	17	65	0.03	Condo Alloc	\$659.85			\$659.85	\$83.15	
34	28-51-752-004-01	MACKENZIE SARAH	400 W FRONT ST 4	2	9	0.00	Condo Alloc	\$90.96	Y	1	\$90.96	\$11.46	
35	28-51-752-007-00	PITTMAN RAYMOND J	400 W FRONT ST 7	5	17	0.00	Condo Alloc	\$175.65			\$175.65	\$22.13	
36	28-51-752-008-00	PITTMAN RAYMOND J	400 W FRONT ST 8	7	26	0.00	Condo Alloc	\$270.13			\$270.13	\$34.04	
37	28-51-752-009-00	PITTMAN RAYMOND J	400 W FRONT ST 9	3	12	0.00	Condo Alloc	\$123.11			\$123.11	\$15.51	
38	28-51-654-043-00	TRAVERSE CITY CITY OF	500 W FRONT ST	400	165	1.52		\$15,527.36	Y		\$15,527.36	\$1,956.54	
39	28-51-706-007-00	TRAVERSE CITY CITY OF	300 W FRONT ST	291	262	1.75		\$11,296.15	Y		\$11,296.15	\$1,423.39	
39				3220.12			\$98,176.50	16	18	\$98,176.50	\$15,750.78		



Resolution Approving Special Improvement District No. 2014-008

- Because, the City Commission of the City of Traverse City has held a special improvement proceeding, and caused proper notices to be published and mailed to property owners of record for such proceeding, in accordance with the provisions of Chapter 10 and Section 97 of the City Charter of the City of Traverse City and Michigan Statute, for Special Improvement District No. 2014-008; and
- Because, Special Improvement District No. 2014-008 for streetscape elements associated with the West Front Street Reconstruction project on West Front Street between Division Street and Hall Street, and the same is hereby approved by the City Commission, acting as a Board of Review and the City Clerk is hereby instructed to report the same as prescribed by city ordinance; and
- Because, written objections of the owners of more than one-half (1/2) of the property to be assessed have not been received as provided for in Section 107 of Chapter 10 of the Charter of the City of Traverse City, Michigan; now, therefore be it
- Resolved,** that a Special Improvement Roll No. 2014-08 for defraying the costs and expense of streetscape elements associated with the West Front Street Reconstruction project on West Front Street in and along the following named streets, to wit:

West Front Street between Division Street and Hall Street

<u>Parcel #</u>	<u>Owner</u>	<u>Address</u>
28-51-103-018-00	GDO INVESTMENTS	341 W FRONT ST
28-51-103-019-00	EV ENTERPRISES LLC	401 W FRONT ST
28-51-103-022-00	WALTERS & HEMMING INC	417 W FRONT ST
28-51-103-022-10	EV ENTERPRISES LLC	413 W FRONT ST
28-51-103-023-01	FOLGARELLI-FISHER DM	424 W FRONT ST
28-51-654-001-00	HUNTINGTON NAT'L BANK	441 W FRONT ST
28-51-654-001-10	DINGEMAN LLC	439 W FRONT ST
28-51-654-002-00	HUNTINGTON NAT'L BANK	427 W FRONT ST
28-51-654-004-00	WALTERS & HEMMING INC	421 W FRONT ST
28-51-654-014-00	MCCONNELL THOMAS & SUSAN	541 W FRONT ST
28-51-654-015-00	BOUDJALIS PROPERTIES LLC	539 W FRONT ST
28-51-654-016-00	CARLETON CINDY LEE	535 W FRONT ST
28-51-654-017-00	PEDLOW LINDA J	531 W FRONT ST
28-51-654-018-00	SCARBROUGH E & S LLC	527 W FRONT ST
28-51-654-019-00	TM REAL ESTATE INVESTMENTS LLC	525 W FRONT ST
28-51-654-021-00	KTB PROPERTIES LLC	507 W FRONT ST
28-51-654-022-00	STONER IRWIN B TRUST	501 W FRONT ST
28-51-654-043-00	TRAVERSE CITY CITY OF	500 W FRONT ST
28-51-654-044-00	FREUND PHYLLIS A	540 W FRONT ST
28-51-654-045-00	DEERING MICHAEL P & ROSEMARY	542 W FRONT ST
28-51-654-069-00	WEST FRONT ST PARTNERS	600 W FRONT ST
28-51-654-074-01	TVC TRAVERSE CITY CO LLC	626 W FRONT ST
28-51-654-075-10	WJS OF TRAVERSE CITY LLC	627 W FRONT ST

Public Hearing
On Special Improvement District No. 2014-008
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28-51-654-077-00	CORCORAN MICHAEL P	617 W FRONT ST
28-51-654-078-00	CORCORAN MICHAEL P	615 W FRONT ST
28-51-654-079-00	NASH LINDA L	611 W FRONT ST
28-51-654-080-00	NASH JOY K TRUST	607 W FRONT ST
28-51-654-081-00	CHAISSON REAL ESTATE CORP	601 W FRONT ST
28-51-658-022-00	440 WEST FRONT LTD	440 W FRONT ST
28-51-658-023-00	GEG LLC	436 W FRONT ST
28-51-658-046-00	TVC PROPERTIES LLC	336 W FRONT ST
28-51-752-001-10	400 WEST FRONT STREET UNIT 1 LLC	400 W FRONT ST 1
28-51-752-002-00	WEST WASHINGTON ST ASSOC LLC	400 W FRONT ST 2
28-51-752-003-00	98 LEASING LP	400 W FRONT ST 3
28-51-752-004-01	MACKENZIE SARAH	400 W FRONT ST 4
28-51-752-007-00	PITTMAN RAYMOND J	400 W FRONT ST 7
28-51-752-008-00	PITTMAN RAYMOND J	400 W FRONT ST 8
28-51-752-009-00	PITTMAN RAYMOND J	400 W FRONT ST 9

In the sum of \$250,000, be and the same is hereby adopted, and confirmed with the City Clerk who is hereby directed to endorse upon such roll the date of its confirmation and to file the same with the Office of the City Treasurer; be it further

Resolved, that the special assessment contained in such roll are hereby ordered to be collected in the same manner provided by the Charter of the City of Traverse City and the statutes of the State of Michigan; and the City Clerk is hereby authorized and directed to attach his warrant to a certified copy of a special improvement roll commanding the City Treasurer to collect from each of the persons assessed in such roll the amounts of money assessed to and set opposite his name therein; be it further

Resolved, that the proportionate cost of the improvement be borne as follows: 50% to be paid for by the city; and 50% to be paid for by the properties especially benefitted; be it further

Resolved, that the amount of such special improvement shall be divided into ten year annual installments with the interest rate at the rate of 3.93% per annum or at a rate of interest borne by bonds that shall be due and payable August 31, 2015, after the due date of the first installment; be it further

Resolved, that the whole improvement may be paid to the City Treasurer at any time in full, with the proportionate interest rate thereon.

I hereby certify that this resolution was adopted by the City Commission at its special meeting held on March 23, 2015, in the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk